

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JANUARY 24, 2001**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference Wednesday, January 24, 2001, from 10:00 a.m. until 11:30 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to discuss changing the times of future teleconferences, revised language for Section 1.8.1 of the NELAC Standard, joint issues with the Field Activities Committee, and other business.*

APPROVAL OF MINUTES

The minutes of the committee's previous meetings (12/22/00 and 1/10/01) were approved.

PROPOSED TIME CHANGE FOR FUTURE TELECONFERENCES

To accommodate the committee members on the West Coast, the committee discussed moving future meetings to 11:00 a.m. to 12:30 p.m. EST. Dr. Jackson will discuss the availability of telephone slots with Dr. Steve Billets and let the committee know.

REVISED LANGUAGE FOR SECTION 1.8.1

After reviewing comments from Mr. Jerry Parr on the revision developed by Mr. Arthur Burton and Mr. Thomas McAninch's response to them, the committee discussed what changes to make to Section 1.8.1. Adding a performance based measurement system (PBMS) example to the text was discussed, and the committee agreed with this change. The committee also discussed using the term "method" instead of "measurement." The consensus was to keep the term "method," but to refer to the definition in the glossary and to keep the term general. Also, a reference to PBMS methods may be added.

Additional text will be added discussing the difference between analytes in an analyte group versus analytes in a proficiency test sample. "Field of accreditation" versus "field of proficiency testing" will be addressed, and the Proficiency Testing Committee will be asked to review the text on this issue. Examples will be added. Proficiency test samples should be in the appropriate concentration range and are by analyte groups, not by methods. Mr. Burton will revise Section 1.8.1 text based on this discussion and send the revision to the committee for review. Dr. Jackson will work on a list of technologies for inclusion in an appendix.

OTHER BUSINESS

Electronic mail from Ms. Jane Jenson in California on the difference between field and laboratory measurements was discussed. This issue will be referred to the Field Activities Committee for consideration, and Dr. Jackson will let Ms. Jenson know the results.

Ms. Ann Rosecrance discussed her review of the International Organization for Standardization (ISO) definitions. The section numbers in the references to ISO documents in the standard will be corrected for the “test” and “test method” definition.

DISCUSSION WITH THE FIELD ACTIVITIES COMMITTEE

Several members of the Field Activities Committee joined the call to discuss joint issues between the two committees. Mr. Bart Simmons discussed the need to have a major change in scope for the Field Activities Committee standard. Commentors do not want the standard limited to fixed laboratories. How to structure accreditation for sampling was discussed. Field sampling might be another field of accreditation. Sections of Chapter 1 that would probably require changes to be consistent are 1.1.3, 1.4.2.1, 1.8.1, 1.8.1.3, and 1.8.10. Mr. Simmons will submit recommended changes in 1.1.3, 1.4.2.1, and 1.8.4 to Dr. Jackson.

NEXT MEETING

The next meeting of this committee is scheduled for February 7, 2001 at 10:00 a.m. EST.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JANUARY 24, 2001**

Item No.	Action	Date to be Completed
1.	Dr. Jackson will check on availability of time slots for moving future teleconferences to a later time.	2/7/01
2.	Mr. Burton will revise section 1.8.1 and send it to the committee for review.	completed
3.	Dr. Jackson will develop a list of technologies for inclusion as an appendix to the standard.	2/19/01
4.	The electronic mail from Ms. Jenson in California will be forwarded to the Field Activities Committee for consideration.	completed
5.	Mr. Bart Simmons of the Field Activities Committee will submit recommended changes in the Chapter 1 text to this committee.	

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JANUARY 24, 2001**

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